

*H*IGH
*S*OUTHWEST
*P*LAINS
*N*ETWORK

**TWO-WAY INTERACTIVE
TELEVISION**

DISTANCE LEARNING POLICIES

TWO-WAY INTERACTIVE TELEVISION DISTANCE LEARNING POLICIES

School districts will need to cooperatively solve the challenges of a multi district consortium and develop policies and procedures to help implement the two-way interactive television program. The following are suggestions and rationale that were reviewed by the administrative governing board and modified.

1. Teachers, counselors, principals, and superintendents shall be involved in the development of policies and procedures for using the interactive HIGH SOUTHWEST PLAINS NETWORK television system.

- a. Input on the system should be collected yearly in the spring and considered by the administrative governing board.
- b. Teachers should have the opportunity to be involved in their own staff development as well as program development.

Rationale: Involvement will foster a sense of pride and ownership in the network and help avoid potential conflicts.

2. Teachers shall be involved in decisions, establishing the number of students in remote sites.

- a. No more than eight students may be enrolled at a remote site without the mutual consent of the originating site principal and teacher.
- b. Not more than 24 students may be enrolled without the consent of the originating site principal and teacher.
- c. A maximum of 4 sites shall be connected for single class sessions.

Rationale: The number of remote sites that can be effectively handled may vary, depending on the teacher, the subject matter and the individual students involved. Limiting numbers of students in a class and number of sites enhances student participation and teacher effectiveness. Overcrowding may encourage inappropriate behavior.

3. Teachers shall provide a course syllabus for the registration of students in interactive television courses.

- a. Prerequisites must be clearly identified.
- b. A brief, accurate description of interactive television class expectations should be provided for all students prior to final registration.

Rationale: Interactive television courses are not for everyone. Students must be self-disciplined, motivated and mature.

4. Protect student rights to privacy and confidentiality.

- a. Monitors used by administration or network personnel to check operation of the system and class sites should be discretely placed to protect privacy and confidentiality.
- b. Signal switching and site link networking shall be coordinated by the HSPN administrative unit.
- c. Parent signatures to allow the students pictures or images to be broadcast on the network shall be provided to the teacher by the local principal. Interactive Television Contracts shall be on file at remote and sending sites for each student.
- d. Interactive teachers should be made aware of special health and learning needs of registered students.

Rationale: Students may be required to forfeit some privacy to participate in an interactive television class. This must be explained at the outset and a parent sign-off sheet provided. Students and parents should be aware of the extent and nature of the interactive television broadcast. (i.e. normal site link networking). Protection of students' rights to privacy does not preclude the need of the teacher to have all relevant information regarding the student.

5. Protect teacher rights to privacy.

- a. Control capabilities for audio and video signals should be easily accessible for the teacher
- b. Monitors used by administration or network personnel to check operation of the system and class sites should be discretely placed to protect privacy and confidentiality.
- c. Teachers will be notified of visiting observations from any of the attending sites at least one day in advance when possible. Visitors out of camera range at any of the sites should be acknowledged properly.

Rationale: Teachers may be more likely to participate on the system if common courtesies are extended. Teachers and school districts should have the right to control the resources, strategies, and content of the class. Occasional viewing of classes by the public may result in negative feedback because a lesson is viewed out of context. Care should be taken to assure that observers understand the situation.

6. Schedule parent-teacher conferences for all students.

- a. Parent-Teacher conferences may be held via the interactive system when confidentiality is supervised.
- b. Conferences may be scheduled between the teacher and parents at a common site.
- c. Conferences may be held via the telephone.

Rationale: Parents need to be kept informed about their child's progress regardless of the instructional delivery system used. Parents should be informed of the technology that is being used to deliver instruction to their child. Parents may be reluctant to request a conference because the technology is intimidating and confusing to them.

7. Develop system wide student discipline procedures.

- a. Originating site will provide basic class rules and discuss alternatives and consequences with the students.

Rationale: Students in interactive television classes should expect consistent treatment for behavior problems. Parents of students in interactive television classes should be aware of their child's decision to participate in the class and should be aware of the discipline procedure. Administration must back teachers and be ready to act to remove the problem youngster after consulting with the teacher.

8. Encourage cooperation among districts to maximize time on task.

- a. School calendars should be as similar as possible between participating schools. The sending site calendar shall be used for the course.
- b. Course period time schedules must be coordinated. Intercom or public address system interruptions should be kept to a minimum, preferably outside the active scheduled network time.
- c. Notification by bulletin of daily schedule changes (e.g.: athletics, pep fests, lyceum, etc.) should be provided to originating teachers and remote sites as early as possible.

Rationale: Students and teachers need uninterrupted time to meet instructional objectives. Management of remote students is improved when all pertinent schedule information is available.

9. Willing and effective teachers are needed to teach on the interactive television system.

- a. Every effort will be made to use teachers who volunteer for interactive television.

- b. Administrative personnel should encourage exceptional teachers to participate.
- c. With the superintendent's permission, teachers may be employed by the network to teach courses in addition to their regular contract. A network salary will be determined, and the participating schools will pay according to the number of students enrolled (e.g. three sites request Spanish II, with a total enrollment of 21 students, 5 at site A, 7 at site B, and 9 at site C. Site A would pay 5/21; site B, 7/21; and site C, 9/21.) Enrollment will be determined after the 5th day of class. A minimum of 10 students will be required unless otherwise agreed upon by the participants.
- d. In the event that a teacher(s) is hired by the HSPN network, the cost of instruction will include the following:
 - a. Total Teacher's contract including experience and educational advancement
 - b. Social security, KPERS, benefits
 - c. HSPN administrative costs.

This total amount will be divided by 6 to determine the cost per hour of instruction. This amount will then be divided among the districts participating in each hour of instruction. For example, if the total cost per hour is \$7000 and there are 3 participating schools, the cost per school would be \$2333; 2 schools, \$3500; 1 school, \$7000.

Superintendents will receive a Letter of Participation in June of the year preceding the school year, which will enumerate the projected financial commitment of the district based on their pre-enrollment figures.

Rationale: Teachers who volunteer may be more enthusiastic and receptive to interactive television technology. Teaching via television is a unique challenge and may not be appropriate for all teachers. All sites should have equal access to available teachers.

10. Personalize the interactive classes.

- a. Teachers will be encouraged but not required to teach from remote sites once each semester. Substitute teacher pay and transportation money should be set aside by local districts for this purpose. Home site supervision will also be provided as necessary when the teacher travels to remote sites.
- b. Teachers should have the opportunity to schedule a gathering (field trip) of all students involved in an interactive television class. Each local district shall assume responsibility for the liability and cost of its students.

Rationale: Research indicates that technology can be somewhat impersonal and get in the way of instruction. Live student and teacher gatherings help to establish personal involvement.

11. Develop procedures for conducting class in the event of technical failure.

- a. A procedure to follow when the system is down should be written and adopted by participating schools. This procedure should be established by the participating class sites with written documentation provided to each site by the networking administration. More than one person should be trained to troubleshoot problems as they occur.
- b. When the HSPN Technician is called to a school for reasons other than equipment failure, the calling school will be billed for the services under the following terms. Time will be charged at \$30.00 per hour from the Sublette office to the school and return. Mileage will be charged at the Southwest Regional Service Center mileage rate for round-trip, from Sublette to the school site. If more than one site is involved, the time

and mileage will be prorated. Technician help over the phone or due to equipment failure will continue on a no-charge basis.

Rationale: Students, teachers and principals need to be informed about technical problems. Supervision responsibilities may change when the system is down. Instructional time will be salvaged if a good procedure is adopted. Each site is responsible to have people trained and available to adjust the system or troubleshoot it when it has been tampered with or misadjusted.

12. Establish procedures for the exchange of written materials and assignments.

- a. Facsimile machines will be provided by the local sites to allow immediate hard copy transfer of materials.
- b. Teachers or other individuals who regularly travel between districts may be used to deliver materials.
- c. School buses that transport students between districts may be used to deliver materials.
- d. The Postal Service may be used to exchange materials. Distinctive labeling will help identify mail for interactive classes.
- e. Materials may be transferred via computer.

Rationale: A standardized procedure for material exchange will help reduce frustration and delays in providing necessary academic feedback to students.

13. Teachers shall establish procedures for completing lab work.

- a. Teachers developing courses that require laboratory experiments will need to provide written guidelines for remote sites for the accomplishment of these objectives.
- b. The expense and supervision of these activities shall be the responsibility of each participating district.

Rationale: Some lab activities (science, agriculture, home economics) must be supervised. A special procedure may be necessary. Lab activities delivered at a common site may help for a tighter classroom bond. Essential lab activities should be abandoned due to the technology.

14. Scheduling of classes and studio site locations will be based on enrollment data.

The following priorities will be considered in making studio-site location assignments in conjunction with local building principal approval.

Procedural Considerations:

1. Originating site teacher.
2. Student enrollment by site.
3. Availability of four site cluster maximum.
4. Consideration should be given to schools that send classes regardless of size or enrollment.
5. Capacity of LEA studio site.
6. Programs or courses with enrollments of less than 10 participants will be scheduled for multiple meetings involving three or more studio-sites only if there are no other scheduling priorities.
 - a. Adult and community program scheduling priorities.
 1. All scheduling must be completed by contacting the technical coordinator or program coordinator to establish sites with time free slots available for approval and confirmation.
 2. K-12 scheduling will only be interrupted when all LEA participants studio-site principals approve.
 3. Multiple meeting scheduling will not be interrupted by single meeting scheduling as both are scheduled on a first request basis.

4. To accommodate improved utilization of the network, participants may be requested to travel to common sites when feasible.

- b. Pre-registration and registration procedures should be coordinated and consistent in all participating districts. Principals will provide the HSPN enrollment forms completed to the sending site teacher at least one week before the first scheduled class.

Rationale: Efficient, effective use of the network should accommodate the most activities for the most people with the needs of individuals met on the basis of availability. Efforts should be made to provide at least one send and one receive for each network site.

15. Charges for the use of the CODEC and ATM.

- a. No charge will be made if the local educational unit initiates the connection except for charges to use the KANS-AN or ATM network or charges at the other site.
- b. No charge will be made if the connection is initiated by the KSBE and it will be covering all costs of the meeting.
- c. A charge of \$50.00 an hour for the CODEC and for the ATM (includes the charge of \$30.00 an hour to KANS-AN or the \$20.00 an hour to SWBT plus \$10.00 to HSPN to go toward the annual charge) will be assessed for other meetings. HSPN will bill the requester. The breakdown of the \$50.00 will be \$30.00 plus administrative charges to KANS-AN, \$10.00 to the network site to cover the cost of a monitor, etc. and the rest to HSPN to cover the cost of telephone calls and set-up time. The ATM breakdown will be \$20.00 to SWBT and \$10.00 to HSPN for the annual charge and the rest is the same as the CODEC. For connections that involve someone else paying the KANS-AN and/or the SWBT charge the expense will be \$25.00 an hour with the breakdown being \$10.00 to the network and the rest to HSPN.
- d. If more than one site participates in the connection, the HSPN coordinator will determine the prorated cost to each site based on attendance, interactivity, etc. of the other site(s).
- e. When connections are made and later canceled, a charge of \$25.00 will be paid by the requester or responsible party to cover the cost of setting up the connection and canceling.

Rationale: The amount of time necessary to monitor the meetings, set them up, etc. seems to be increasing as do the number of long distance calls necessary to confirm meetings. Currently no revenue comes in to HSPN from the hospitals, the Zoo or FHSU, for the coordinators and/or technicians time. This will help in spreading the costs to them. The connects involving payment by others usually require more phone calls, extra time, etc. Cancellations require additional expense and time in addition to that already incurred.

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